

Drawing Canvas

Did you know....that you can turn OFF the drawing canvas?

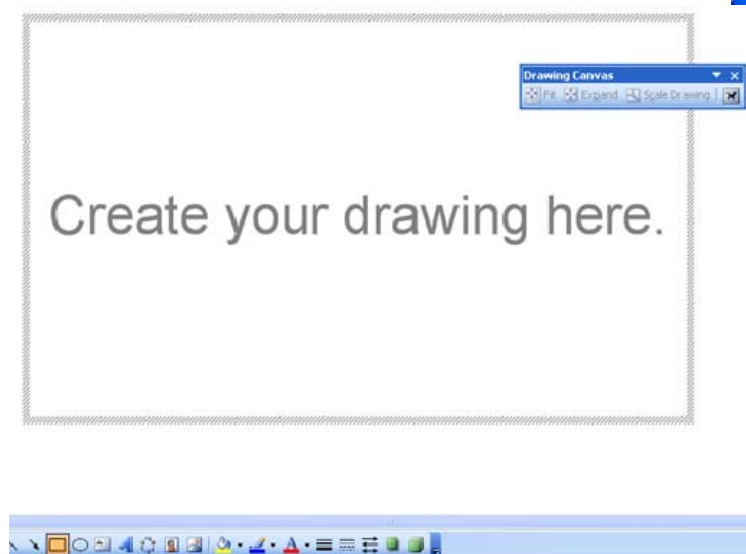
The drawing canvas is set to appear when you add an auto shape to your document however for most people this is very annoying.

How to

1. Click on **Tools / Options...**
2. Select the General Tab (at the top) in the Options box
3. Uncheck the last check box "automatically create drawing canvas when inserting AutoShapes" (eg: so that it does NOT have a tick in it)
4. Click on the OK button

Example

The Drawing Canvas



Steps 2, 3 & 4

